

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Data Quality Control Analyst****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Installs and maintains microcomputers, peripherals and software. Analyzes and evaluates computer related operations. Creates, publishes and maintains reports. Provides training for staff and assistance to patrons.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists in the maintenance of computer systems by ensuring system integrity, reviewing reports to determine accuracy of input, performing inspections, investigating problems, resolving problems, repairing equipment, replacing damaged or failing software or hardware, ordering replacement parts, contacting vendors, and installing and setting up new equipment.
2	S	Provides support by providing warranty information to vendors, shipping defective parts and equipment, maintaining warranty records, providing technical support for software applications and operating systems, maintaining inventory database, assigning equipment control numbers, responding to requests for information, recording reports onto spreadsheets, and creating, printing and publishing reports.
3	L	Provides training and assistance by training staff on computer and equipment maintenance and assisting patrons with software and printing problems.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read general correspondence, technical manuals, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and to set up formulas in spreadsheets.
Writing	Work requires the ability to write general correspondence, letters, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, installing cable, equipment installation, maintenance or repair, training
Sitting	F	Computer, desk work, training
Walking	F	To/from jobsite, equipment installation, maintenance or repair
Lifting	F	Computer equipment, office supplies, files, reports, manuals, tools, cable, parts
Carrying	O	Computer equipment, office supplies, files, reports, manuals, tools, cable, parts
Pushing/Pulling	O	Cable, dollies, hand carts
Reaching	O	Parts to repair equipment
Handling	F	Computer equipment, office supplies, files, reports, manuals, tools, cable, parts
Fine Dexterity	C	Computer keyboard, calculator, writing, installing computer parts
Kneeling	F	Installing and repairing equipment
Crouching	O	Installing and repairing equipment
Crawling	N	
Bending	F	Installing and repairing equipment
Twisting	O	Installing and repairing equipment
Climbing	R	Stairs, ladders
Balancing	F	On stairs, ladders, carrying computer equipment
Vision	C	Computer, desk work, reading, writing, installing, maintenance computer equipment, tools, training
Hearing	C	Staff, supervisors, vendors, patrons, other City personnel, meetings, equipment noises
Talking	C	Staff, supervisors, vendors, patrons, other City personnel
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, mini-computer and peripheral equipment, copy machine, fax machine, telephone, hand and power tools, Standard Microsoft Windows and Office software, DbaseIII, VMS, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	D
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses/eye protection, static wrist strap

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	R
Emergency Situations	O
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)